

Section Leadership Descriptions and Responsibilities

Secretary

This document is intended to provide Executive Committee Secretaries with a detailed description of their role and responsibilities.

Distribute notice of scheduled Executive Committee meetings (if using a personal or purchased zoom account)

- In January, the Chair and Executive Committee will schedule the dates, times, and locations for the year's meetings. Meeting notices will either be distributed to the Executive Committee by either the Secretary or the Member Services Specialist.
- If the Executive Committee will use a personal zoom account, or one purchased from OSB, the Secretary will send a meeting notice to the Executive Committee with the agenda, meeting minutes from the previous month's meeting, and the zoom info.
- If the Executive Committee will use a zoom account through the Member Services Dept. the Member Services Specialist will send the meeting notice, agenda, meeting minutes from the previous month's meeting, and the zoom info.
- See the Zoom FAQ and PMN Requirements FAQ for more details.

Track attendance replies for Executive Committee meetings.

- The Secretary will keep track of Executive Committee attendance, and will record who is in attendance, who has an excused absence, and who has an unexcused absence. This will be reflected in the meeting minutes.
- Executive Committee members will notify the Secretary of their intended meeting attendance or if they are unable to attend.

Record minutes at Section Executive Committee meetings.

- The Secretary will record the meeting minutes for each Executive Committee meeting. If they are unable to attend a meeting, they will designate another member to take the minutes in their stead.
- Important matters to record include, but are not limited to: meeting attendance, topics of discussion, motions made and who put them forth and seconded, the number of votes for/against/abstained, etc.

Distribute minutes to Executive Committee and Member Services Specialist no later than 30 days after the meeting

- After taking the meeting minutes, the Secretary will send them to the Member Services Specialist no more than thirty (30) days after the meeting has taken place.

- They can be sent to memberservices@osbar.org or to Logan Stewart at lstewart@osbar.org